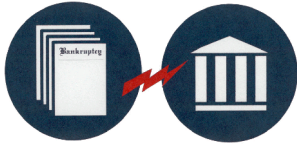


United States Bankruptcy Court  
Western District of Wisconsin



**Case Management/Electronic Case Filing  
Skills Assessment Checklist**

(Please use separate form for each individual who will attend CM/ECF training)

Please use the following checklist to determine if you, and/or your support staff, have the skills you will need to use the Case Management/Electronic Case Filing system (CM/ECF). Please use a separate sheet for each attorney and staff member that will be using CM/ECF. This checklist will be used by the Clerk's Office to develop CM/ECF training classes that are appropriate for your skill level. Upon completion of this checklist and registration form, someone from the Clerk's Office will contact you to schedule training.

Name:

Position:

Law Firm:

Mailing Address:

Phone No.:

1.	I know how to use a windows-based word processing software package such as Corel WordPerfect, Microsoft Word and/or a Windows-based bankruptcy forms software program. Specifically, I can: Create documents like motions, orders, and other case correspondence Find a specific file in a directory/folder	Yes	No
2.	I know how to access the Internet and how to use an Internet Browser like Netscape Navigator or Microsoft Internet Explorer from my office computer. Specifically, I can: Go to a specific site, like the Court's web site at: <a href="http://www.wiw.uscourts.gov/bankruptcy">www.wiw.uscourts.gov/bankruptcy</a> Use the <i>Forward</i> and <i>Back</i> buttons Follow a link from one page to another Click on check boxes using my mouse Type in text boxes Print a web page	Yes	No
3.	I know how to view/read a Portable Document Format (PDF) file using Adobe Acrobat Reader software. Specifically, I can: Use Adobe Reader's print and save features Create and save a PDF document from my word processing software or bankruptcy software Scan a document and save it as a PDF file	Yes	No
4.	I know how to use my office e-mail system. Specifically, I can: Use e-mail to open and read a message Use e-mail to create and send a message Send e-mail with attached files Send the same e-mail message to more than one person at a time Maintain e-mail account by saving and deleting messages	Yes	No

**For your benefit and the benefit of others, please complete the CM/ECF Computer Based Training modules before attending training.** You may contact the Clerk's office to obtain a CD or go to our website at: [www.wiw.uscourts/bankruptcy/training.htm](http://www.wiw.uscourts/bankruptcy/training.htm). Please contact Terry Payne at (608) 264-5178 Ext: 5730 or Susan Hoffman at (715) 839-2980 Ext: 115 if you have any questions about this checklist.

Please return this checklist along with your registration form to:

U.S. Bankruptcy Court  
Western District of Wisconsin  
120 N. Henry Street, Room 340  
PO Box 548  
Madison, WI 53701

OR

U.S. Bankruptcy Court  
Western District of Wisconsin  
500 S. Barstow Street, Room 100  
PO Box 5009  
Eau Claire, WI 54702-5009